## **TTS Workflow** CS/CTII/CTI/SWII/MHS will respond to CS/CTII/CTI/SWII/MHS/ referral with paper documents and complete: OA will review the CS/CTII/CTI/SWII/ -Admission (Outpatient) Form information from the MHS/OA staff use -Diagnosis Form referral and history in Referral Received "My Client" widget -CSI Avatar, if available: to search if current -Consent for Treatment -Open Admissions client -Care Necessity -ICL -Resource Evaluation -MH140 -"Specialty Crisis Note" Upon CS/CTII/CTI/SWII/MHS return, Admission (Outpatient) Form will be provided to the OA to enter into Avatar or staff listed above may choose to complete themselves if OA not immediately available Client known in Ćlient not known Avatar to Avatar CS,CTII, CTI, MHS, SWII will complete Avatar OA will complete: documentation "MH -Assign Permanent MR #" Admission Bundle" OA will complete "Program -"Registration Bundle" including: Assignment" form, scan the which includes the -Admission (Outpatient) Consent for Treatment in and add client to the "Scheduler" to "Admission (Outpatient) -CSI Admission Form", "CSI", "Emergency -Diagnosis Form prompt documentation follow Contact" and the -SOGI and the following up "Program Assignment" forms -Care Necessity -Specialty Crisis Note CS/CTII/Lic. CTI will OA will scan the signed Consent review all for Treatment form in and add documentation client to the "Scheduler" to submitted and sign prompt documentation follow off if needed Draft OA will complete closure section of "Program Assignment" form